19547 **File No.** 8838/36

A CLASS Public Works **DEPARTMENT**
E **BRANCH**

Subject:— Filing System
Compilation of notes and correspondence in seperate batches in a file.

V

E

File No. 8838/36

Etd. Seatt. Slip. 21 A

G.P.K.—J H 3-50,000-5.34
G. R. G. D No. 2108, dated 22-6-22.]

Correspondence

Sectt 78 A e

DOCKET SHEET (B)

Subject:—

File No. 8838/36

P. W. DEPT.

E BRANCH.

References:—

Date.	To whom sent.	Notes instructions,

For further orders please
see G.C.Pands.D-, No:1076/46,
Dated:the 26th Nov.1948.
Vide File No: 8838/36
66892

Filing system.

Compilation of notes and
correspondence separately.

GOVERNMENT OF BOMBAY.
Political and Services Department,
Circular No: 1076/46.
Bombay Castle, 17th July 1947.

C I RCULAR.

Government has had under consideration the question of improvements in the existing system of the composition and arrangement of files in the Secretariat Departments.

It has been decided that the notes and the correspondence in a file should not be intermixed in order of sequence but that they should form two separated units, in the file, the notes being placed at the beginning and the correspondence separately at the end. Detailed instructions in this connection are incorporated in Correction Slip No:1 (appended hereto) to the Secretariat Instructions.

2/- The filing system as outlined in the Correction Slip should be introduced with immediate effect. The system should be applied to all new files, and also to all current files which are not heavy or complicated and where it can be readily put into effect. Where it is not possible to split up a current file readily, the existing system should continue till the case is closed.

By order of the Governor of Bombay,

J.[illegible]

for Chief Secretary to the Government of Bombay,
Political and Services Department.

To,

All Departments of the Secretariat.
The Secretary to the Honourable the Prime Minister,
All Personal Assistants to the Honourable the Ministers.

Vide Political &G.D.circular,
No: 1076/46,07,
Dated: 4-8-'47.

Correction Slip No: I,
Government of Bombay.
Secretariat Instructions.

For Official use only.

For instruction No.40 of the Secretariate Instructions,the following should be sustituted:-

"40. The composition and arrangement of a file should be in the following orders:-

Notes and correspondence sho uld be so arranged as to form two separate units in a file of manageable size,i.e. notes should be compiled at the beginning of the file and correspondence separately at the end of it. A docket sheet should be attached to the correspondence section to indicate movement of the file. A Circular Resolutions, Orders and Notifications should form part of the correspondence section of the file. A draft for approval should also be included in the correspondence section. Demi-official correspondence and telegrams to or from officers or persons outside the Secretariat should ordinarily be included in the correspondence section unless they are of routine or temporary interest when they may either be treated as Routine Papers or if required for refer included in the "notes section". The pencil numbering of the pags in the file should be in two series- one for the notes and the other for the correspondence. In case a file becomes very bulky, the notes and correspondence should be compiled in two separate files.

Every receipt or issue included in the correspondence section of the file should be given a serial number and this should be exhibited

clearly in its place in ~~the~~ its place in the notes section without further particulars of the communication. References in the body of the note should be to the paper quoted and not to the number of the page which should be given in pencil in the margin only. When the correspondences is conducted in two or more different parts, the paging of each part underlying a separate docketd sheet should be kept distinct and the sub-file should not be amalgamated until the case is filed.

Papers of a routine nature e.g.reminders. acknowledgment letters fixing interviews etc;,which have served their purpose in the intermediate stages of preparation and of no permanent important should not form part of the substantive papers of the case. They should be kept separately at the bottom of the case in a provision cover marked 'Routine papers".

PUBLIC WORKS DEPARTMENT

Submitted for information.2 separate spare copies are being circulated to the Deputy Engineers, Notification Branches, F.B., I.S. etc.

Sd: S.R.I. 23/7/1947.
Sd: D.N.D. 23/7/1947.
Sd: K.W.K. 24/7/1947.

Kasupplied

X A spare copy to me please.
I should like to see the first filed compiled ready to this method

Sd:
24/7/'47.

PUBLIC WORKS DEPARTMENT

F.B. O.M.

With the P.W.D. Circular No. M73/46, dated the 27-7-47, correction slip No. 9 is issued which is to be substituted for Secretariat instruction No. 40. Under the existing system of filing, all communications received from outside, office notes & draft Govt. Memo., O.Ms. or C.Ms. put up thereon are being filed together one after the other, in a chronological order. This system is to be abolished and a new system of filing as explained below and in the correction slip No. 9 is to be followed henceforth with immediate effect.

1/- Every file cover has two pages. Each page will have a separate tag attached to it. The left hand side of the cover will contain notes only written on communications received and tagged in the correspondence section. The serial No. to which the note concerns should be invariably written on the note paper before commencing the note. Papers having temporary importance should also be filed in this section of the file. This section is called the "Notes Section" which will have separate and independent paging.

3/- The right hand side or the second page of the cover will hereinafter be tagged separately to accommodate all communications received from outside, drafts put up for approval, and O.Ms. or C.Ms. to be issued. This part of the file is called the "Correspondence Section" and will have separate and independent paging.

4/- Reminders and interim replies should be filed separately as "routine papers" & should be put up below the file on board.

Sd/-
31/7/47.

cont...

I think, the notes should be in a separate file cover or batch and not tagged on to the left hand page of the same file cover.

Sd:
4-8-'47.

S.A.S. Yes, copies should be supplied to all Notifying branches & both the Assistant Secretaries.

Sd: D.H.D.
4/8/'47.

Filing System.

Compilation of notes and correspondence separately.

GOVERNMENT OF BOMBAY.
Political and Services Department,
Circular No. 1076/46.
Bombay Castle, 4th August 1947.

C I R C U L A R.

Corrigendum.

For the figure "9" occurring in paragraph I of Government Circular, Political and Services Department, No. 1076/46, dated the 17th July 1947 and in the correction slip appended thereto, substitute the figure "1".

By order of the Governor of Bombay,

J.CHAVES,

For Chief Secretary to the Government of Bombay,
Political and Services Department.

To

The Secretary to the Governor,
The Secretary to the Honourable the Prime Minister,
All Personal Assistants to the Honourable Ministers,
All Departments of the Secretariat.

To.....

Dt: 7/8/

I.T.S.
S.B.(II)
Submitted for information.

S/- The necessary corrections have been made on P.& G.D. circular No. 1076/46, dated the 17-7-47, & the correction.
Dt: S.B.II.
29/7/47

Slip referred to Through P.D.
Dt: D.H.O.
29/8/47.

4

6638/33.

PUBLIC WORKS DEPARTMENT.

S.O (II).

Resubmitted with reference to the Deputy Engineer's note dated the 26th July,1967 on page 3 ante.

2/- A file arranged according to the new filing system is put up below for perusal (file No. 6704/33).

Ld.
23/9/'67.

It is too thin a file to give a fair idea of all the points involved in the new system.

Ld. E.E.I.
29/9/'67.

I agree. The one advantage I can force will be that office will fail less tempted to repeat original letters in their notes.

Ld.
29/9/'67.

I am not aware if the method will be an improvement, but we should await results of actual working for a few months and then review.

The paging in the two sections should I think,be independent.

Ld.
29/9/'67.

So far the new system does not appeal to me, however it must not be condemned without a fair trial.

Ld.
29/9/'67.

Copy of note dated 31-I-'48 by the Deputy Secretary;,P.& S. Deptt.

on this Deptt. file No. 8893/36 regarding Old Wada at Satara Fort.

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be replaced "separator" the file losed.

"Incidentally the notes and correspondence in a file should be separated by a docket sheet only. There is no need for two file covers."

A.B.(I). Public Works Department.

This may be circulated to the several Noting Branches for information and guidance.

2/- The 'separators' mentioned in the above note are not presumably stored in this Department.

Thos F.B. Id: 16.2.48

IKP.
15/2/'48. Id:
15/2/'48.
F.B.

3/- In view of the above note dated the 31-I-'48 by the Deputy Secretary., P.& S.Department it is for orders whether orders issued on the 4-8-47 and circulated to all Branches may now be cancelled.

Les Id: /2/48.

4/- The separators have not, so far, been received in this office. In this connection, attention is invited to the endt. below P.& S.D.Memo. No. 1076/46/24540-B dated the 15-9-47.

5/- It is presumed that papers for Genl., S.& P.files are henceforth to be filed in two sections, viz., Notes and Correspondence. It may be pointed out that the correspondence in a general file is generally of a running and consistent nature, while that in an S.or a P. file is of entirely different nature and each S.& P. file is likely to contain several independent batches. If these batches are split up into Notes and Correspondence sections and filed separately, it will be more difficult and will require more time to trace out

a particular reference as notes section and correspondence section of some ten files will be together. Apart from this, every such batch will be required to be put in a cover and several such covers will be wanted by writing thereon the subject the file No.,etc., before all the batches are ultimately bound in one permanent file.

6/- According to P.& G.Department Circular No. XXX/43, memorandum dated the 17th July,1947, every file will contain two sections, each tagged separately. The Circular does not mention whether these two parts should remain separate even when the file is closed permanently or whether these two parts are to be bound together with a piece of tape at the time of closing the file finally.

7/- The P.& G.Department may, if approved, be requested to advise on the above points.

U.O.R No. P and S.D dated 1/3/48 No. 27/2/48. P and S.D. 13

The P.W.D. has raised certain points in respect of the new filing system. They are explained as below:-

8/- The Superintendent Government Printing and Stationery, Bombay was requested to forward the "Separation" to the Department direct vide G.U. & P.& G.D. No. XXX/47/2853-B dated the 17th September 1947. The P.W.D. may be advised to address the Superintendent G.P.& S in the matter.

9/- The orders regarding the new filing system apply to general as well as G or P files. The presumption made by the P.W.D. that the notes and correspondence should be filed in two sections is correct. The file should however be only one including the notes and the

* To be replaced by the separator when the file is about to be closed.

correspondence section, with the docket sheet in between the two sections.

4/- No special difficulties have so far been experienced by any other depts. except the P.W.D. regarding the application of the new filing system to the G and P.files. There is no possibility of any difficulties regarding the drawing of papers, since each note will bear a serial number for a corresponding unit of the correspondence section. If a file is likely to be very bulky, it may be divided into two files:- One for notes and the other for correspondence. This should be very exceptional.

5/- It is not necessary to put every batch of papers (bearing the same file number.) in a separate file cover. Protection sheets will do when the batch is not bulky and is in current stage. The file cover should be used only when the batch is likely to be bulky and when the different batches are almost amalgamated into one file.

The notes and correspondence being separated by a docket sheet.

6/- There is no need of separate tags for notes and the correspondence sections, even when the file is ultimately closed. The file may be treated as in the old system, as the separator will keep the two sections apart.

7/- These papers may be returned to the P.W.D.

U.O.R to P.W.D. dated 16/ Sd. 17/3/48.

Filing System.
Compilation of notes & and
correspondence separately.

GOVERNMENT OF BOMBAY
Political and Services Department,
Circular No. 2070/40.
Bombay Castle, 24th November 1930.

CIRCULAR.

It has come to notice that some of the Departments of the Secretariat are not following the new filing system as outlined in the correction slip No. I to the Secretariat Instructions on the ground that the system is cumbersome or inconvenient. It is hereby explained that the new filing system was introduced after full consideration and Government desires that the system should be continued. All Departments of the Secretariat are therefore informed that the orders issued in Government Circular, Political and Services Department, No. 2070/40, dated the 17th July 1927 should be strictly observed.

By order of the Governor of Bombay,

H.D.Khot,
Chief Secretary to the Government of Bombay,
Political and Service Department.

To

The Private Secretary to the Governor,
The Secretary to the Honourable the Premier,
All Departments of the Secretariat,
All Personal Assistants to the Honourable the Ministers.

H.J/25.11

M.A.L.